



Civilian Personnel Management and Administration of Non-US Citizen Employees

Presented by:
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NON US Civilian Personnel Management

Administrative:

- ◆Class hours
- ◆Breaks
- ◆Subsistence
- ◆Rest rooms
- ◆Smoking
- ◆Certificates



Non US Civilian Personnel Management Course

Introductions:

- ◆Please introduce yourself - tell us:**
 - ◆Your Name, Job Title and Where you work**
 - ◆Professional Background (length of service
previous jobs, how long as supervisor)**
 - ◆Personal Background (as**



Cultural Perspective of Supervising Non US Employees

UNIT 1



Purpose Acquaint Supervisors with the:

- ♦ **Similarity between the administration of US and Non-US Civilian employees**
- ♦ **Differences between administration of US and Non-US Civilian employees**
- ♦ **Living and Working in a different culture**
- ♦ **Benefits gained by understanding and accepting the**



Authority for Civilian Personnel Management & Administration Supervisors

- ♦ **Personnel Admin.**
- ♦ **Appointing Authority**
- ♦ **Direction**
- ♦ **Guidance**
- ♦ **Advice**
- ♦ **Control**
- ♦ **Personnel**
- ♦ **Management**
- ♦ **Selection**
- ♦ **Placement**
- ♦ **Motivation**
- ♦ **Supervision**
- ♦ **Counseling**